

I. INTRODUCTION

A. Purpose

To provide employees with time off without loss of time or pay for the purpose of donating blood.

B. Goal

To promote blood donations on the part of state employees as a public service to the citizenry of the Commonwealth. Because of the many uses of blood components, each blood donor may save several lives with each donation.

II. PROCEDURES

A. Employees Eligible to Request Blood Donors Leave

All employees except per diem employees and employees on leave without pay are eligible to request blood donors leave.

B. General Provisions

1. Employees who donate shall receive four (4) hours leave time with pay for the purpose of donating and recovering from the donation.
2. Employees are not eligible to earn compensatory leave in lieu of leave time unless a supervisor requires an employee to return to work before the four (4) hours have elapsed.
3. Employees who are deferred from donating shall not be charged the time used in attempting to donate or travel to and from work but they are required to return to work as soon as possible.

C. Requesting Blood Donors Leave

1. The Kentucky Department for Libraries and Archives periodically schedules the American Red Cross Bloodmobile on-site for employee donations.

2. The Personnel Cabinet releases a memorandum that specifies time, date, and locations where employees who work in Frankfort may donate blood in lieu of on site donation. This memorandum will be posted on the departmental bulletin board upon receipt.
3. Employees who work at locations outside of Franklin County may donate blood at their local blood center on dates approved by their supervisors.
4. Employees can not request blood donors leave more frequently than every fifty-six (56) days as this amount of time must elapse between donations in order for you to be an acceptable donor.
5. Employees are required to request blood donors leave from their supervisors or designees using the "Request for Leave" form. In order to allow supervisors adequate time to plan work schedules, employees are required to submit their request as far in advance as possible.

D. Granting Blood Donors Leave

Supervisors shall grant authorization to employees in accordance with operating requirements and insofar as practicable, with the request of employees.

E. Supporting Evidence

In order to receive blood donors leave, a work slip from the blood center must be attached and submitted with the employee's time sheet at the end of the pay period in which the donation was made.